



**November 2006**  
**FLSA: NON-EXEMPT**

## **WATER QUALITY SUPERVISOR**

### **DEFINITION**

Under general direction, plans, schedules, assigns and reviews the work of water quality laboratory staff; coordinates, monitors, and provides technical input for assigned water quality control; directs and trains staff in the collection of samples and performance of laboratory tests; develops a variety of analytical testing techniques; serves as a technical resource to water and wastewater personnel; provides technical assistance to the Utility Operations Manager; performs a variety of technical tasks relative to conducting and interpreting standard and complex laboratory analyses; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory or management personnel. Exercises general supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the water quality series. Responsibilities include planning, organizing, supervising, reviewing and evaluating the work of laboratory staff. The incumbent is expected to independently perform the full range of sampling and chemical, biochemical, biological, bacteriological and physical analyses. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Utilities Operations Manager in that the latter has management responsibility for all utility functions and activities of the City.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises and reviews the work of assigned staff in laboratory work.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the laboratory; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for laboratory operations; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders necessary supplies and equipment.

- Ensures compliance with regulatory quality control standards, including developing, implementing and enforcing in-house quality assurance program, updating and reviewing standard operating procedures, and performing corrective action when required.
- Ensures compliance with applicable regulatory regulations, including compiling and preparing various reports and records related to water quality regulatory monitoring in addition to processing control requirements.
- Provides plant operation technical assistance regarding sampling and chemical or microbiological analysis, including attending and participating in weekly staff meetings with operations, maintenance, and pretreatment staff.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Chemical, biological and physical characteristics of water and wastewater.
- Principles, practices, equipment and materials required for the chemical, biochemical, biological, bacteriological and physical analysis of samples of potable water and wastewater.
- Sampling techniques and related statistical analysis techniques.
- Laboratory and wastewater plant safety procedures and equipment.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Applicable Federal, State, and local laws, codes, and regulations, including National Pollution Discharge Elimination System (NPDES).
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Principles and procedures of record keeping.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

### **Ability to:**

- Assist in developing and implement goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement and direct laboratory operations and activities.
- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform chemical, biochemical, biological, bacteriological and physical analysis of potable water and wastewater.
- Analyze the results of such tests and make appropriate recommendations for plant operations.

- Use and perform calibration and minor maintenance and repair on a variety of laboratory equipment.
- Maintain an inventory of supplies and equipment required for the performance of necessary analyses.
- Instruct operations staff in basic laboratory procedures and processes.
- Prepare and maintain clear and concise reports and accurate records and files.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Utilize computer and related word processing, database and spreadsheet software and applications.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree in chemistry, biology, natural sciences, or a related field and four (4) years of experience in performing laboratory analysis of wastewater, potable water or industrial products, including two (2) years of lead or supervisory experience.

**License:**

- Valid California class C driver's license with satisfactory driving record.
- Grade II Laboratory Analyst certification from the California Water Environment Association within two (2) years of employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a water and/or wastewater treatment plant laboratory; operate and motor vehicle; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person and over the telephone. Employees primarily work indoors but frequently walk within treatment plants to take samples. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to handle laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

**ENVIRONMENTAL ELEMENTS**

Employees work primarily indoors but are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.